



**Quail Homeowners Association, Inc.  
Surveillance Camera Security Policy  
Adopted by the Board of Directors on \_\_\_\_\_**

Quail Homeowners Association (the Association) has installed security cameras at both entrances to Quail Lodge area on Valley Greens Drive, specifically at the corners of Valley Greens Drive and Valley Knoll Road and Lake Place. This was done to improve security for residents and their guests. In order to ensure that video surveillance is not abused or misused, the Board of Directors agreed that a security policy should be enacted to govern the use and access to such video surveillance.

**NOTE: WHILE THESE CAMERAS ARE OPERATIONAL 24X7, THEY ARE MEANT AS A DETERRENT BUT NOT PREVENTATIVE. EACH HOME OWNER IS RESPONSIBLE FOR THEIR OWN SECURITY AND SAFETY. THE SOLE PURPOSE FOR SECURITY CAMERAS IS TO AID IN THE CAPTURE OF CAR LICENSE PLATES IF AND WHEN A SECURITY BREACH HAS HAPPENED WITHIN THE COMMUNITY.**

**UNDERLYING PRINCIPLES**

The safety and security of the community is important to all of our homeowners and is a key factor in buying decisions and property values. The Association installed video surveillance to help aid in monitoring of our streets as a deterrent and part of a larger security approach. The Association hopes that the video surveillance will provide not only a deterrent to inappropriate behavior but can be used as a means of identification in the event of damage or criminal activity.

## **POLICY STATEMENT**

The Association recognizes the need to balance individual's right to privacy and the need to improve security of the neighborhood and its residents. The Association therefore has adopted a policy which upholds these rights but provides the necessary mechanisms for protecting the community. The Association does not warrant that the equipment will always be functioning and recording. There will be times when the cameras or system are down for maintenance, service, or repair. The Association reserves the right to discontinue video recording at any time.

## **SCOPE**

This policy applies to all video surveillance systems installed within Quail Lodge by the Association which are permanently installed and whose presence is detailed on the posted signage and is exclusive of personal surveillance equipment installed by residents.

## **INSTALLATION, PLACEMENT AND MAINTENANCE OF VIDEO SURVEILLANCE EQUIPMENT**

### **VIDEO EQUIPMENT / RECORDS**

#### **1. Type of Equipment**

The Association will use Digital Video Recorders to collect and retain real-time video for a minimum of 7 days or longer depending on the equipment and the capacity of internal storage devices.

#### **2. Placement**

Video recording equipment has been placed in visible locations at two street locations which present the best surveillance options with respect to desired coverage, specific surveillance targets and lighting conditions. Cameras are positioned so as to not willfully intrude on a homeowner's property or privacy without express written consent of the homeowner.

### 3. Signage

Signage has been erected in conspicuous location(s) notifying all parties that the area is under video surveillance.

## **ACCESS TO VIDEO RECORDS**

### 1. ACCESS: ASSOCIATION

Access to video surveillance and surveillance records shall be secured and restricted to the Board of Directors. Requests for video surveillance footage shall be directed to the President of the Association or the Vice President. Release of pertinent footage to homeowners shall only be allowed upon majority agreement of the Board and only in response to an event which has occurred including but not limited to vandalism property damage, litigation evidence, criminal activity, insurance investigations and suspicious activity.

### 2. ACCESS: LAW ENFORCEMENT

If access to video surveillance is requested for the purpose of law enforcement investigations due to criminal activity or potential criminal activity, pertinent footage related to the investigation shall be provided to the law enforcement officials via approval by either the HOA President or Vice President.

### 3. SECURITY / STORAGE

Active video records shall be stored in secured enclosures with limited access. Archived video records shall be stored only for investigative or legal purposes and shall be stored with the Association's Board of Directors or HOA Attorney's depending on the reason for archiving.

#### 4. ACCESS / HOMEOWNERS

Homeowners will have no direct access to any video surveillance held on file. Requests to access stored video must be made to the HOA Board of Directors stating the reason for access. If granted, the homeowner may view the video footage only, no storage or download of any video is allowed.

#### 5. FEES

The Association will pay for all fees associated with video retrieval and storage.

### **CUSTODY, CONTROL, RETENTION AND DISPOSAL OF VIDEO RECORDS**

The Association has no desire or intention to retain video recordings except as required for investigations or evidence. In normal operating conditions, video surveillance footage will automatically be erased or overwritten by the recording device when capacity of the device has been exhausted or purchased storage (cloud) has reached its predetermined level.

### **ACCOUNTABILITY**

1. The Quail Homeowners Association's Board of Directors is responsible and accountable for implementing, enforcing, and monitoring the deployment, use and viewing of all video surveillance.
2. The President of the Board is responsible for conveying the policies and procedures to all members of the board and ensuring compliance with those policies.
3. The Association Board is solely responsible for deciding when surveillance footage needs to be reviewed, stored, or destroyed.